PUBLIC HEALTH CERTIFICATE IN CORE CONCEPTS

University of Minnesota Regents' Certificate

PUBLIC HEALTH PRACTICE MAJOR

2010-2011 Student Guidebook

UNIVERSITY
OF MINNESOTA
**School of
Public Health**

Welcome to the University of Minnesota School of Public Health!

All students are responsible for knowing the rules and policies that govern their academic program. To this end, we are providing you with this guidebook which covers your specific academic program requirements. Please keep it with you and refer to it often.

In addition, you are responsible for knowing University of Minnesota and School of Public Health policies and procedures that pertain to all students. Links to these policies and procedures can be found by clicking on the "Current Students" link at www.sph.umn.edu/current/home.html

This publication can be made available in alternative formats for people with disabilities. Direct requests to the Student Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware St SE, Minneapolis, MN 55455; 612.626-3500 or 800.774.8636.

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University of Minnesota Calendar 2010-2011

The official University Calendar can be found at http://onestop.umn.edu.

FALL SEMESTER 2010

September		SPH New Student Orientation
		SPH New Student Academic Warm-up
September	6	Labor Day holiday – University closed
	7	Classes begin
November	9	Registration for Spring Semester 2010 begins
	25-26	Thanksgiving holiday – University closed
December	15	Last day of instruction
	16-18, 20-22	Final examinations
	23	End of Fall semester

SPRING SEMESTER 20111

January	17	Martin Luther King holiday – University closed
	18	Classes begin
March	14-18	Spring break – no classes
May	6	Last day of instruction
	9-14	Final examinations
	14	End of Spring semester

MAY SESSION 2011

May	30	Memorial Day holiday – University closed
	23	3-week session classes begin
June	10	Last day of instruction for 3-week May session

SUMMER SESSION 2011

June	13	8 and 10-week session classes begin
July	4	Independence Day holiday – University closed
August	5	Last day of instruction for 8-week session
	19	Last day of instruction for 10-week session

1. THE SCHOOL OF PUBLIC HEALTH

1.1 About the School

Although the School of Public Health has existed officially since 1944, the presence of public health education at the University of Minnesota dates back to the 1860s. We are, therefore, one of the oldest areas of study in the institution.

Our school is one of two educational bodies in the university that has "public" in its title (the other is the Humphrey Institute of Public Affairs). The word "public" is key because it emphasizes that this school focuses on the health of groups of people and populations, rather than the treatment of sick individuals.

The second half of our title is "health" - we emphasize the prevention of injury and illness, rather than the treatment of disease. Our preventive approaches include research and education programs that examine the external (environmental) nature of human health risks; methods to control such risk factors; the effects of human behavior on health risks; methods to change unhealthy behavior; the design and management of illness and injury prevention programs; and research into the economics and effective delivery of health care services.

The School of Public Health thus offers a broad interdisciplinary approach towards maintaining the health of the people in Minnesota and throughout the world.

As a result of strong research and professional education programs, the School of Public Health at the University of Minnesota consistently ranks among the top accredited schools of public health in the country.

The interdisciplinary nature of public health means that our faculty frequently work with units throughout the university, including other schools within the Academic Health Center (AHC) such as the College of Veterinary Medicine and the Medical School, as well as the Humphrey Institute of Public Affairs, the Carlson School of Management, the Minnesota Extension Service, the College of Agriculture, the Institute of Technology, and others.

MISSION

The mission of the School of Public Health is to preserve and enhance the health of the public through education, research, and service programs designed to discover and transmit new knowledge aimed at the prevention of disease and disability, the improvement of health, and the planning, analysis, management, evaluation, and improvement of systems for the delivery of health services.

GOALS

Education: It is a goal of the School of Public Health to educate students to serve the health needs of communities. The School will provide suitable educational opportunities to augment the students' knowledge of public health principles and to assist them in developing appropriate skills and attitudes. The School shall participate in the continuing education of health professionals and in the education of the citizens of the State, the Nation, and the World.

Research: It is a goal of the School of Public Health to conduct research and to stimulate scholarly activity, with the aim of enhancing the well-being of the public.

Service: It is a goal of the School of Public Health to provide a broad range of consultative and direct services to organizations in support of the School's educational and research programs. It will respond, as appropriate, to community and individual health needs through publications and faculty participation in educational and research endeavors.

1.2 School of Public Health Student Affairs

Office Hours:	Monday – Friday, 7:45 AM - 4:30 PM	**Location:**	Mayo Building, Room D305
Telephone:	612.626.3500 or 800.774.8636	**E-Mail:**	sph-ssc@umn.edu
Fax:	612.624.4498		
Mailing Address:	Student Services Center		
	School of Public Health		
	Mayo Mail Code 819		
	420 Delaware Street SE		
	Minneapolis, MN 55455-0381		

STUDENT SERVICES CENTER (SSC)

The Student Services Center is a school-wide office that coordinates functions including:

- Recruitment
- Applications
- Orientation and Academic Warm-Up
- Class Scheduling
- Student Tracking
- SPH Scholarships
- Graduation clearance
- Commencement

You will be directed to the Student Services Center (SSC) many times. The Student Services staff want to make your student experience as fulfilling as possible. We sponsor social and community-building activities, host professional development and networking events, provide centralized educational support, manage SPH scholarships, and seek and communicate opportunities to enrich your SPH life. We work closely with the major coordinators to create a set of school-wide and major-specific services that we hope meets your needs for high-tech and high-touch delivery. You will be interacting with us directly or indirectly throughout your education here.

1.3 Mentor Program

Preparing for a career in public health extends well beyond the classroom. A vital part of that preparation can be learning from the experiences of others.

That is the idea behind our Public Health Mentor Program, which we co-sponsor with the Minnesota Public Health Association. Each year we match about 125 students with alumni and other professionals who share their interests.

Students get to learn from the professional experiences of their mentors. Mentors get to play a role in training future public health leaders. These matches often prove to be enriching relationships for students and professionals alike.

For more information, go to http://www.sph.umn.edu/alumni/mentor/home.html

1.4 SPH Student SPHere

Make use of the SPH Student SPHere to relax or study with your student colleagues. Obtain the door access code from the Student Services Center (Mayo D305). The Student Commons has the following amenities:

- Locker room – lockers are assigned in the Student Services Center (Mayo D305). Students need to provide their own lock.
- Kitchen area with tables, chairs, microwaves, refrigerators, sink, and a telephone for free local calls.
- Lounge area with couches, chairs, wireless internet.
- Study room with tables, chairs, 8 PC computers (with internet connectivity, Microsoft Office, SAS) and a printer.

Please work together to ensure that the student commons is a comfortable and safe place.

- Keep all areas of the SPHere clean in consideration of others.
- Please protect the security of access. Do not give the code to anyone. Do not let anyone watch over your shoulder while you enter the code. Do not let anyone enter behind you that you do not know to be a SPH student. Never prop the door open for any reason. The student commons is for SPH students only.
- If you are aware of a breach of security or if you see something in the commons that needs repair, please report it to the SSC (D305 Mayo) as soon as possible.
- Avoid being alone in the commons during the evening or early morning.
- If you believe you are in danger or see improper activity in progress, call 9-1-1.

1.5   Course Evaluations and Student Survey

COURSE EVALUATIONS
- Students provide very important input into the continued development of the School of Public Health's teaching program. Students will be asked to complete evaluations for all SPH courses. Depending on the individual course, evaluations may be done on paper or online at the end of each term.

SPH ANNUAL STUDENT SURVEY
Students also are strongly encouraged to evaluate and comment on the school and its programs through our annual end of year SPH Student Survey. The survey covers many aspects of student experiences including field placements, career services, financing, and overall School service.

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1.5   Complaints and Grievances

The SPH seeks to be aware of and responsive to student issues and complaints. There are numerous ways for you to channel your academic and student life concerns:

- provide comments on the annual student survey (in May)
- meet with your advisor and/or major coordinator
- raise the issue with your major chair or director of graduate studies, either individually or in a meeting set up for this kind of feedback

The SPH takes all student input seriously and we welcome your input in any of these ways. If the matter is not handled satisfactorily by any of these methods, or if the issue is particularly widespread or serious, please make an appointment with Mary Ellen Nerney, Sr. Director of Education Operations, at nerne002@umn.edu.

The University provides resources as well. Report incidents of bias, discrimination, or harassment to the University Office of Equal Opportunity and Affirmative Action at http://www.eoaffact.umn.edu/. For student issues that are not resolved through SPH channels or for which you seek external support, the Student Conflict Resolution Center will assist in resolving campus-based problems or concerns http://www.sos.umn.edu/.

1.6   Field Experience Contract

All students completing a required field experience must complete a contract prior to beginning the experience. The online contract form provides streamlined, comprehensive for you, your preceptors, and your faculty advisor. Please refer to the current student Web site for this and other resources related to the field experience. http://www.sph.umn.edu/current/fe/student/home.html.

1.7   Community Engagement Contract

Many students in the School of Public Health volunteer in the community. Liability insurance is available through the University provided that the student registers for PUBH 0020 (a zero credit class), and has the approval of their academic faculty advisor. Registration for PubH 0020 will be officially documented on the student's transcript; however, the zero credit course has no tuition, no fees, no credits, and no grades. It is important to understand that a zero credit registration for a community engagement activity is not a substitute for a required course or field experience.

To access liability insurance students must register for PubH 0020 for each semester in which they are volunteering. To register for PUBH 0020 students must contact Mary Ellen Nerney, Sr. Director of Education Operations, for a permission number. Students are required to provide information about the experience by completing the Community Engagement Contract available at http://www.ahc.umn.edu/sphcommunity. The contract is complete once it has been approved by the student's advisor and the Senior Director of Education Operations.

To complete the Student Engagement Contract a student must provide the following information:

Name of the organization

    Address

    Organization phone number

    Supervisor within the organization

    Description of the activity

    Description of how this activity relates to their development as a public health professional

    Semester and date of experience

    Electronic signature of academic advisor

1.8   Online Courses

WebCT is the course management software used by the University of Minnesota that enables instructors to create and manage Web-based learning materials and activities. Students use WebCT to access these materials and participate in learning activities via the Web

Once you register for classes, you will be given access to an orientation specific to School of Public Health online courses. A general WebCT tutorial is also available. Neither of these orientations are mandatory but may prove helpful to those with little or no experience with online courses.

1.9   Course Evaluations and Annual Student Survey

COURSE EVALUATIONS
- Students provide very important input into the continued development of the School of Public Health's teaching program. Students will be asked to complete evaluations for all SPH courses. Evaluations are done online at the end of each term.

SPH ANNUAL STUDENT SURVEY
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1.10   The Roles of Your Advising Team

The School of Public Health provides advising that promotes collaboration among students, staff and faculty to enhance students' academic and professional development in the field of public health. The School's goal is educational and experiential excellence that prepares students for successful careers improving the health of populations.

DEFINING ADVISING

The School of Public Health is committed to creating and sustaining high quality advising in the following four areas:

1. **Administrative Advising**: advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University. Your program coordinator is your first point of contact for these questions

2. **Academic Advising**: general guidance on topics related to program/major including, but not limited to program focus (may include identifying appropriate course work options), project selection and career planning. Students find their faculty advisors, coordinators and career services staff helpful in answering these questions.

3. **Field Experience/Internship/Practicum Advising**: specific and targeted advising for field experience/internship/practicum development, placement and completion. Your faculty advisor can assist you as you select the type of field experience that would best match your goals. Career Services staff can help you to learn how to network with other students and alums to explore possible field experiences sites.

4. **Masters Project/Thesis/Plan A&B/Dissertation Advising**: specific and targeted direction on a master's project or a PhD dissertation including, but not limited to development, completion and in some cases publication. Your faculty advisor will assist you in developing a direction for your project or dissertation.

ADVISING EXPECTATIONS FOR STUDENTS

SPH students are expected to…

- Regularly read and respond to University email (ideally once per day); email is the official mode of communication at the University of Minnesota
- Review program objectives and educational documents at least once per semester, (i.e. Student Guidebook, etc.), or when directed by major coordinator or major chair/DGS; students are responsible for knowing the requirements of the degree program
- Actively contribute to a welcoming and supportive SPH climate
- Initiate meetings with advisor(s) at least once per semester; regularly communicate with faculty advisor(s) and/or major coordinator about program progress
- Respond to inquiries from faculty or staff in a timely manner (ideally within 5 – 7 business days)
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

2. THE UNIVERSITY OF MINNESOTA

2.1   Mission

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The University's mission, carried out on multiple campuses and throughout the state, is threefold:

1. **Research and Discovery**
   Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

2. **Teaching and Learning**
   Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

3. **Outreach and Public Service**
   Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers individuals within its community.

2.2   Twin Cities Campus

The University of Minnesota is a world-class university, known globally as a leader in teaching, research, and public service. It is both a land-grant university, with a strong tradition of education and public service, and a major research institution, with scholars of national and international reputation. UMNTC consistently ranks among the top 20 public universities in the United States. The classic Big 10 campus, located in the heart of the Minneapolis-St. Paul metropolitan area, provides an exceptional setting for lifelong learning.

The University community is a broad mix of ethnic backgrounds, interests, and cultures. Students come from all 50 states and from more than 100 foreign countries. Many small communities of students, faculty, and staff help to create a welcoming atmosphere on campus.

UMNTC is also a thriving center for culture and the arts, featuring outstanding galleries, museums, concerts, theatre productions, and public lectures. For sports fans, the Golden Gophers offer all the spirit and excitement of Division I college athletics.

The campus in Minneapolis is located just a few minutes east of downtown. Nestled along the bluffs of the Mississippi River, buildings in Minneapolis range from the ultramodern Weisman Art Museum to the classic and stately Northrop Memorial Auditorium. A few miles to the east in St. Paul, rolling hills and quiet lawns create a more rural setting. The Minneapolis and St. Paul parts of the campus are connected by a convenient campus shuttle system.

UMNTC also provides a life beyond the campus like few other Big 10 universities can. The dynamic communities of Minneapolis and St. Paul offer something for everyone - a nationally recognized art and theatre community, a thriving entertainment industry, a host of Fortune 500 companies, four glorious seasons of outdoor recreation, exciting professional sports, shopping, and restaurants for every taste--all located close to campus.

2.3   U of M Services

ONE STOP   ONESTOP.UMN.EDU
The first resource for students having a question about the University is onestop.umn.edu. Please bookmark this site. One Stop offers links to a variety of online services and information about the University including course information, grades, registration, finances, transcripts, and general services.

E-MAIL ACCOUNTS   WWW.UMN.EDU/INITIATE
Each student attending the University of Minnesota must set-up a student internet/e-mail account by going to www.umn.edu/initiate or by calling the Technology Help Line at 612.301.4357 (1-HELP).

All SPH students are required to use their University of Minnesota e-mail account. Course lists, immunizations,billing statements, financial aid updates, and other important information will be sent via the U of M student e-mail address. It is strongly recommended that students use their U of M e-mail account and do not transfer it to a personal e-mail account.

The School of Public Health relies heavily on e-mail notices to students, staff, and faculty. To keep current on upcoming events, job announcements, new course announcements, scholarships, internships, the SPH newsletter, or good opportunities, etc., students should check their e-mail regularly.

Students can retrieve e-mail messages in many locations including the SPH student commons, SPH Career Resource Center, and SPH division computer facilities. Other computer facilities are located in numerous locations on campus; see www.umn.edu/adcs/info/publabs.html for a list.

Note: Students who choose to forward their University e-mail account to another e-mail account are still responsible for all the information, including all attachments, sent to their University e-mail account.

The U has expanded technological capacity to allow free lifetime access to University e-mail. This allows students to use the U of M e-mail address for personal or professional purposes even after graduation. (Imagine never having to subscribe to an e-mail service or memorize another address! In addition, imagine being able to stay in touch with your student colleagues wherever you and they may journey.)

To keep the account active, graduates must access it at least every 6 months. If left to go dormant, graduates can reactivate it through the alumni association for a fee.

Service includes full access to these features:

- myU Portal – myu.umn.edu
- Portfolio – https://portfolio.umn.edu/portfolio/index.jsp

myU PORTAL   MYU.UMN.EDU
The myU web portal permits you to:

- Sign-in once to access all major applications
- Receive personalized information
- Create a custom news page from over 200 news channels
- Set-up secure areas to discuss, share, and collaborate.

myU can be personalized based on your role as a student in the School of Public Health and Academic Health Center (AHC). The myU portal view currently serves students, faculty, and staff in AHC collegiate units. It provides information to students in AHC affiliated colleges that is personalized to the level of specific academic program and, in some cases, to their year in the program. The School of Public Health and AHC are using myU as a method of communicating with students.

PORTFOLIO   PORTFOLIO.UMN.EDU
Portfolio is a secure web site at the University of Minnesota (U of M) for entering, saving, organizing, viewing, and selectively sharing personal educational records. This is a lifelong resource for all U of M students and graduates. This software allows the user to store information about their academic history, awards, presentations, publications, professional activities, conferences, employment history, etc. The system provides easy templates to file these records

and to use them in creating résumé, CV, and even online presentations. Users can create documents for others to view electronically. It is a unique and high-powered tool.

U CARD
WWW.UMN.EDU/UCARD

The U Card identifies you as a student on the Twin Cities campus. Your first U Card is free and can be obtained at the U Card Office. Bring your driver's license, state ID, or passport and be prepared to have your picture taken.

> **U Card Main Office**
> G22 Coffman Memorial Union
> 300 Washington Avenue SE
> Phone 612.626.9900
> Weekdays: 8:30 to 4:00pm

The U Card is your key to all sorts of campus services and facilities. Your U Card can also be used as your ATM card.

Since the U Card never expires, you should hold on to it even after you leave the University. If you ever return as a student, staff or faculty member, your card will still be valid.

Use your U Card for:

Campus ID purposes

All your checking needs

Making Gopher GOLD purchases

Charging textbook purchases at the U of M Bookstores to your student account

Checking out library materials

Entering the recreation center, golf course, computer labs, buildings, and residence hall dining rooms

Cashing checks at the Bursar's Office

Art and athletic ticket discounts (available at place of purchase)

Accessing art materials, student employment, business school services, and more

Report lost or stolen U Cards immediately. There is a $15.00 replacement fee for lost, stolen, or damaged U Cards.

Boynton Health Services
www.bhs.umn.edu

Boynton Health Services offers comprehensive medical services for students, faculty, and staff.

Clinics
- Dental Clinic
- Eye Clinic
- Int'l Travel Clinic
- Mental Health Clinic
- Sports Medicine Clinic
- Women's Clinic

Services
- Contraceptive Services
- Immunization Services
- Massage Therapy Services
- Nutrition Services
  - Pediatric Services Immunizations

- Nursing Mothers Room

Testing Services
- HIV Testing and Counseling
- Pregnancy Testing
- STI Testing

General Care
- Pharmacy
- Physical Exams
- Primary Care
- Urgent Care

Boynton also offers a variety of programs and classes including:

- Alcohol & Other Drugs Presentations
- Birth Control Classes
- CPR/First Aid Classes
- Eating-Disorders Program

- HIV Testing and Counseling
- Smoking Cessation
- Stress Management

MENTAL HEALTH RESOURCES

Financial challenges, isolation, cultural changes, academic stress, and other pressures on graduate students can create health issues. Please seek assistance before you feel overwhelmed. Resources include:

- Boynton Health Service Mental Health Clinic www.bhs.umn.edu/services/mentalhealth.htm
- International Student and Scholar Services counseling www.isss.umn.edu/services/advising/personal.html

Your advisor or major coordinator can also help lead you to appropriate resources.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES   WWW.ISSS.UMN.EDU

International Student and Scholar Services (ISSS) is the office dedicated to serving the University of Minnesota's international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources. Services include:

- Counseling and Advising
  - ➢ Personal and Academic Advising
  - ➢ Immigration and Visa Regulation Advising
- Weekly Update
- Alumni and Friends
- Newsletters
- Administrative fees related to international scholars, faculty, and students
- Career Services
- Academic Opportunities for University Students
- Announcements
- Tax Return Information
- Graduation

In addition, ISSS supports the University of Minnesota's international efforts by helping departments to bring new foreign nationals to our four campuses and communities, by providing intercultural training for students, staff, and faculty, and by offering events that build links between the U.S. and international campus communities.

UNIVERSITY LIBRARIES   WWW.BIOMED.LIB.UMN.EDU

The Bio-Medical Library, located in Diehl Hall, contains materials in the areas of allied health, medicine, mortuary science, nursing, pharmacy, public health, and the basic life sciences. In addition the library provides numerous resources and services such as library instructional classes, research workshops, reference consultations, library mediated searches, and citation clarification. The Mathematics library (math.lib.umn.edu/index.phtml), located in Vincent Hall, contains materials in the area of mathematics and statistics.

Information on other University libraries and collections can be found at www.lib.umn.edu.

Lisa McGuire, a reference librarian which a focus on public health, has designed a great online tutorial to help you become familiar with the available resources. Go to http://blog.lib.umn.edu/lmcguire/publichealthliaison

DISABILITY SERVICES   WWW.DS.UMN.EDU

The University's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and making their needs known.

One of the first places to seek assistance is Disability Services (DS). This office is provided by the University of Minnesota to promote access, which means ensuring the rights of students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assisting the University in meetings its obligations under federal and state statutes.

Disability Services has Academic Health Center Liaisons. The DS Academic Health Center Liaisons provide direct assistance such as

- securing documentation of disability conditions
- determining and implementing reasonable accommodations
- referral and consultation for enrolled and prospective students.

The Academic Health Center Liaisons also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free of charge. For more information or to arrange reasonable accommodations, contact the DS Academic Health Center Liaisons in the McNamara Alumni Center, Suite180, 612.626.1333 (voice or TTY)

PARKING AND TRANSPORTATION   WWW.UMN.EDU/PTS/

The University's *Parking and Transportation* website has a wealth of information concerning getting to and around campus. Parking is extremely limited on campus and we encourage students to bus, bike, or walk if possible.

Campus Shuttle Busses
Campus shuttle buses run at no charge between the East and West Bank and St. Paul campuses with varying routes and times. Current schedule information is posted on the above listed website as well as various locations throughout the Twin Cities campus.

Metro Transit and the U Pass
Take advantage of the deeply discounted Metro Transit bus pass. U-Pass is the ultimate transit pass that provides unlimited rides 24 hours a day. It is valid on all regular bus and light-rail train routes, as well as express, local, limited-stop, or Downtown Zone routes. It may not, however, be used on some special event services. Information can be found at http://www1.umn.edu/pts/upass.htm.

Parking
Contract parking for students is sold through a lottery system each semester. Locations may vary but include spaces on the East Bank, West Bank, and St Paul campuses. Hourly parking is available in several University public facilities. Parking rates vary depending on proximity to campus and the facility type. Visit the Parking and Transportation website or call 612.626.PARK (7275) for more information.

The Motorist Assistance Program offers free services (unlocking vehicles, jump-starts, changing flat tires, and referral to a service station) to all customers parked in U parking facilities. Hours are Monday through Thursday from 7 a.m. to midnight, Friday from 7 a.m. to 10 p.m. (Service is not available on weekends or official University holidays). Call 612.626.PARK for motorist assistance or any other questions.

Disability parking is available in many parking facilities and metered areas. Use of these designated spaces requires a state-issued permit or license plate. For additional information, call the State of Minnesota at 651.296.6911 or Disability Services at 612.624.4037.

EVENT CALENDARS

Campus Events	http://events.tc.umn.edu/
School of Public Health Events	http://www.sph.umn.edu/about/news/home.html
Academic Health Center Events	http://www.ahc.umn.edu/news/home.html
Community Events	http://events.umn.edu/aroundtown

Community Events
(web links to local/community events around the Twin Cities area)

OTHER UNIVERSITY RESOURCES

The Aurora Center   www.umn.edu/aurora
The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victim/survivors of sexual and relationship violence, harassment and stalking. The staff and volunteers are also available to provide prevention training and education on a variety of issues.

Bookstore www.bookstore.umn.edu

The University of Minnesota Bookstore, located in Coffman Union, sells texts for all Public Health courses. Course materials can also be ordered online.

Center for Teaching and Learning Services www.umn.edu/ohr/teachlearn/

The Center for Teaching and Learning Services works to enhance the culture of teaching and learning through campus-wide workshops, courses, and facilitated discussions about teaching and learning.

Center for Writing writing.umn.edu

The Center for Writing provides free writing instruction for all University of Minnesota students at all stages of the writing process. In collaborative consultations, we help students develop productive writing habits and revision strategies.

Computing Services www.umn.edu/adcs

The University's Academic and Distributed Computing Services (ADCS) website provides a wealth of information and services available to students including:

- Computer Lab Locations
- Computer Rental
- Internet Services and E-mail Accounts
- Computers and Software for Purchase
- Training
- Support and Help Services
- Resources and Useful Links
- Security

Copies/Fax Machines www.printing.umn.edu

A University Copy Center is located in Mayo D104 as well as other locations throughout the University.

Counseling and Consulting Services www.ucs.umn.edu

Provides the following services to the University community:

- Career Development Center
- Consultation, Outreach, and Diversity Program
- Counseling Program
- Groups and Workshops
- Learning and Academic Skills Center
- Academic Support Groups

Dining www.umn.edu/dining

University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus. The East Bank Campus offers several University Dining Service locations.

Expression Connection for Nursing Mothers www.bhs.umn.edu/services/expression.htm

Spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to be able pump and store breast milk. This service, offered through Boynton Health Services, requires a brief orientation for users to familiarize themselves with the rooms. The orientation can be scheduled by emailing bellx024@umn.edu.

GLBT Programs Office www.glbta.umn.edu

Through its various services, the GLBT Programs Offices assists bisexual, transgender, gay, and lesbian faculty, staff, and students in creating a supportive campus community while educating and providing resources for all members of the University of Minnesota about issues that impact the experiences of transgender, gay, lesbian, and bisexual people.

Housing www.housing.umn.edu

The University's Office of Housing & Residential Life is the best resource for finding housing on or near campus.

Maps onestop.umn.edu/Maps/

Find the way to any University building.

Office for University Women www.umn.edu/women/

The Office for University Women serves a diverse population of women students by enhancing their learning environments through programming and campus awareness.

Office of Equal Opportunity and Affirmative Action www.eoaffact.umn.edu

The Office of Equal Opportunity and Affirmative Action (EOAA) was founded in 1972 to ensure that all University community members uphold federal and state civil rights laws and regulations, as well as University equal opportunity policies.

Online Writing Center writing.umn.edu

The Online Writing Center offers online tutoring to students taking Writing-Intensive courses at the University of Minnesota. Online tutoring is conducted via the Web, and consists of comments and feedback offered by our experienced writing tutors.

Tutors are trained in fields such as composition, speech communication, scientific and technical communication, and rhetoric, and many of them are instructors at the university. Tutors review the writing you submit by offering comments and suggestions for improvement; however, they will comment mainly on the areas students specify.

Police www.umn.edu/umpolice/

The University of Minnesota Police Department website.

Post Office

A full-service U.S. Post Office is located on the ground floor of Coffman Union.

Rec Center www.recsports.umn.edu

UMNTC has extensive opportunities for fitness. University Recreation Center houses 2 fitness centers, 14 handball and racquetball courts, 5 international squash courts, 2 gymnasiums, a kitchenette, steam rooms, saunas, locker rooms, family locker rooms, a pro shop, a deli, and numerous lounge spaces. All full-time students pay a student services fee that includes membership to the Rec Center.

Security Monitor Program www1.umn.edu/police/escort.html

The Security Monitor Program offers a walking/biking escort service to and from campus locations and nearby adjacent neighborhoods. This service is available at no charge to students, staff, faculty, and visitors to the University of Minnesota - Twin Cities campus. To request an escort by a trained student security monitor, please call 612.624.WALK (9255) shortly before the desired departure time and walk safe.

Student Unions and Activities Office www.sua.umn.edu

The Student Unions and Activities Office is the University of Minnesota's center for campus-wide programs and activities, leadership opportunities, skill development, and student organization training, advising and registration.

More than 400 student groups on campus are registered with the Student Unions and Activities Office, including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

Student Conflict Resolution Center www.sos.umn.edu

The Student Conflict Resolution Center assists students in resolving campus-based problems and concerns through coaching, intervention and mediation by Ombudsman and Advocacy staff.

Student Legal Service www.umn.edu/usls/

University Student Legal Service (USLS) functions to provide legal representation and legal advice to eligible students on the Twin Cities campus.

3. REGISTRATION

3.1 Full-Time Status

MPH and Certificate students need to register for at least nine (9) credits in fall and spring semester to be considered full-time. MS and PhD students must register for at least six (6) credits each semester to be certified by the Office of the Registrar as full-time.

In summer MPH students must be registered for 6 credits to be considered fulltime and 3 credits to be considered halftime.

Note: The Office of Financial Aid or external agencies may require students to be registered for more than six or nine credits to be considered full-time; check with these agencies to verify their requirements.

3.2 Registration Process

STEP ONE

View the Class Schedule for each term on the web at onestop.umn.edu. Select courses for the term with your advisor before registering (make an appointment at the earliest convenient time).

Note: 5000 through 8000-level courses are considered graduate-level. 1000 and 3000-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances – with approval of the student's major field – 4000-level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty.

STEP TWO

After selecting your courses, run through the checklist below before registering. Frustrating delays can be avoided by following these hints:

- If instructor consent is necessary for any of your selected course(s), get a permission number from the course instructor or his/her designee before registering. This number permits registration for the course through the second week of the semester; after the second week, it expires. Note that the number is specific to the student it is given to and the course requiring instructor consent. Once a number is used to register, it becomes invalid and cannot be used for another course or by another student.
- You will not be able to register if you have any holds on your University record. Notice of any hold, including the name of the department or office where it may be cleared, is available at onestop.umn.edu.
- You can find your registration queue date and time on the web at onestop.umn.edu.
- You will need your x.500 login and password to register. If you have forgotten your password, call 612.301.4357 to have your password reset. You can also call this number if you have problems logging in to register.

STEP THREE

Register via the web at onestop.umn.edu or go to the University's One Stop Student Services Center in 200 Fraser Hall on the East Bank Campus to register in person. Students having difficulty with self-registration should contact the registration help-line at 612.624.1111 (M-F 8:00-4:00) or email helpingu@umn.edu. You may also contact your Major Coordinator or the School of Public Health Student Services Center at 612.626.3500. Please note the following when registering:

- Most courses give the option of either an A/F or S/N (pass/fail) grading option. Be sure to select the grade option desired for the course. Note that there may be a limit to the number of credits a student can take S/N (pass/fail); see the major section of this guidebook for more information.
- Some courses have variable credits. Before selecting the number of credits, students should make sure they are in agreement with the instructor as to the number of credits appropriate for the work proposed.

3.3 Grade Option Changes, Course Additions and Withdrawal

Change of Grade Option

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

Adding a Course

No approval is required to add a course during the first week of classes. Instructor approval is required during week two. After the second week of classes, instructor and college scholastic committee approval is required. Adding a course for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

Change of Grading Option

Grading options cannot be changed after the second week of classes.

Course Cancellation and Withdrawal

School of Public Health students may withdraw from a course through the second week of the semester without permission. No "W" will appear on the transcript. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

After the second week, students are required to do the following:

1. The student must contact and notify their advisor and course instructor informing them of the decision to withdraw from the course.

2. The student must send an e-mail to the SPH Student Services Center (SSC) at franc004@umn.edu. The email must provide the student name, ID#, course number, section number, semester, and year with instructions to withdraw the student from the course, and acknowledgement that the instructor and advisor have been contacted.

3. The advisor and instructor must email the SSC acknowledging the student is canceling the course. All parties must be notified of the student's intent.

4. The SSC will complete the process by withdrawing the student from the course after receiving all emails (student, advisor, and instructor). A "W" will be placed and remain on the student transcript for the course.

After discussion with their advisor and notification to the instructor, students may withdraw up until the eighth week of the semester. There is no appeal process. For more information, contact the SPH Student Services Center at 612.626.3500.

A refund schedule is listed at http://onestop.umn.edu. Please refer to these dates when withdrawing from courses.

4. TUITION, FEES, BILLING, AND FINANCES

4.1 Tuition and Fees (as of 4/1/10, subject to change)

TUITION

	Resident	Non-Resident
School of Public Health (MPH and Certificate students)		
Per credit	$607.00	$821.00
School of Public Health (MHA full-time students)		
Per credit	$607.00	$821.00
School of Public Health (MHA part-time students)		
Per credit	$990.00	$990.00
Graduate School (MS and PhD students)		
1-5 credits (per credit)	$934.33	$1,525.83
6-14 credits (flat rate)	$5,606.00	$9,155.00
Each credit over 14 (per credit)	$934.33	$1,525.83

FEES

Fee	Students Assessed	Frequency	# of Credits	Amount
SPH Technology Fee	All students	per term	1-5 credits	$100.00
			6 or more credits	$130.00
University Fee	All students	per term	1-9 credits (per credit)	$60.00
			10 or more credits (flat rate)	$600.00
University Student Services Fee*	All students	per term	6 or more credits	$348.41
AHC Student Health Benefit Plan	See section 5.6 of this guidebook.			

*Students may be assessed other fees each semester. Please go to onestop.umn.edu for complete tuition and fee information.

4.2 Billing

Students will receive a billing statement approximately 4 weeks after a semester begins (May/Summer Session billing statements are sent mid-June. Students may view their fee statement online at onestop.umn.edu.

Students will receive electronic bills and have the option of paying their bill online with an electronic check from their checking or savings account. Students can also allow access to authorized users, such as parents, to view and pay tuition bills on their behalf. For more information on electronic billing and payment, visit onestop.umn.edu. Questions on billing and fee statements can be referred to helpingu@umn.edu.

4.3 Financial Aid and Scholarships

A variety of resources to assist students in financing their education as well as estimations of living expenses can be found at www.sph.umn.edu/students/studentservices/incoming/tuition/home.html. Information specific to SPH Divisions and/or Majors may be found in the Division and/or degree program sections of this guidebook.

Information on financial aid can be found at onestop.umn.edu or by e-mailing helpingu@umn.edu.

Students having questions about the status of their financial aid should refer to the appropriate contact below:

Aid Type	Contact	E-mail address
Division/Major Specific Awards and Traineeships, the Dean's Scholarship	Your Major Coordinator	peter415@umn.edu
Medica Scholarships, and scholarships that support specific US minority groups	Melvin Monette SPH Student Services	monet008@umn.edu
Federal Loans, Financial Aid Package	Rockne Bergman* U of M Office of Student Finance Administration	r-berg@umn.edu

*Rockne Bergman holds walk-in office hours in MoosT 2-693 on M, W, and Th from noon to 4:00 p.m.

4.4   Graduate Assistantships

Many SPH students use graduate assistantships to help finance their education. These are campus working/learning positions that take the form of research, teaching, or administrative appointments. Degree-seeking students in the SPH registered for six or more credits, including international students, are eligible to apply for any assistantship on campus. Because many assistantships are funded by grants, the vigorous research activity of SPH faculty makes available numerous opportunities in the school.

Graduate assistantships include an hourly wage, tuition benefits, subsidized insurance coverage, and may include resident tuition rates for student and dependents.

For graduate assistant policies and benefits, go to www1.umn.edu/ohr/employment/index.html .

The tuition benefits are particularly attractive to students. Graduate assistants who work at least 25% time from the beginning to the end of the official semester appointment dates are eligible to receive tuition benefits (tuition remission and resident rates) during that semester. The tuition remission does not cover fees. The maximum tuition benefit is defined by the Graduate School tuition plateau. For 2008-09, the tuition plateau cap was $5,231.00 per semester for a 50% appointment. MPH students may calculate your tuition with the following method:

- Multiply your actual appointment percentage times two to determine tuition benefit percentage
- Multiply the maximum tuition benefit by your calculated tuition benefit percentage
- Subtract this amount from your total tuition (number of registered credits times $566.00 resident or $764.00 nonresident tuition).
-

Example 1: 25% appointment

25%	(Appointment Percentage)
X 2	
50%	(Tuition Benefit Percentage)

$5,231.00	(Maximum 2008-09 Tuition Benefit)
X 50%	(Tuition Benefit Percentage)
$2,616.00	(Tuition Benefit)

$6,792.00	(12 cr. at $566.00 SPH resident rate)
- 2,616.00	(Tuition benefit)
$4,176.00	(Tuition billed to student)

Example 2: 50% appointment

50%	(Appointment Percentage)
X 2	
100%	(Tuition Benefit Percentage)

$5,231.00	(Maximum 2008-09 Tuition Benefit)
X 100%	(Tuition Benefit Percentage)
$5,231.00	(Tuition Benefit)

$6,792.00	(12 cr. at $566.00 SPH resident rate)
- 5,231.00	(Tuition benefit)
$1,561.00	(Tuition billed to student)

5. UNIVERSITY GUIDELINES AND POLICIES

5.1 Student Responsibility and Conduct

Students are ultimately responsible for the level of success that they achieve in their program of study and for the time it takes to complete that program. Students should:

- Attend fall orientation and understand the information distributed.
- Understand and follow University, School of Public Health, Division, and Major rules and procedures for completion of degree requirements.
- Read e-mail messages frequently for announcements from the Major Coordinators, Major Chair/Director of Graduate Studies, Student Services Center, and Career Center. These announcements may involve changes in the University, School or Division rules and procedures for completion of degree requirements; Students are responsible for reading and understanding these announcements.
- Check their student mailbox often for printed informational materials.
- Contact a Major Coordinator, Major Chair, or Director of Graduate Studies if they are not getting reasonable assistance from their academic and/or master's project/thesis advisor.
- Initiate and maintain contact each semester with their academic advisor to review progress toward the completion of their degree.
- Complete the degree in a timely fashion.

The School of Public Health emphasizes three principles of student conduct in all of its degree programs:

1. **Respect others**
   Students are expected to behave in a respectful and professional manner with other students, faculty, and staff in the classroom and on campus.

2. **Honor privacy**
   Every student's course grades are private and are not to be shown to anyone else. This also applies to the grades of students in courses for which you are a Teaching Assistant.

3. **Present your work honestly**
   Plagiarism is defined as the presentation of another's writing or ideas as your own. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: http://writing.umn.edu/tww/plagiarism/definitions.html. Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to tutorial.lib.umn.edu.

The policies of the Board of Regents are umbrella policies that provide the framework under which the administration is responsible for implementation of and compliance with the intent of the board policy. Students are responsible for abiding by the Board of Regents policies. The Board of Regents policies can be found at www.umn.edu/regents/policies.html.

We encourage students to read the policies and ask that they particularly become aware of the following policies reprinted here in a slightly different format:

UNIVERSITY OF MINNESOTA BOARD OF REGENTS POLICY
STUDENT CONDUCT CODE
Adopted: July 10, 1970
Amended: December 13, 1974; March 11, 1994; June 13, 2003, December 8, 2006
Supersedes: (see end of policy)

SECTION I. SCOPE.
This policy applies to all students and student organizations at the University of Minnesota (University).

SECTION II. JURISDICTION.
The Student Conduct Code (Code) shall apply to student conduct that occurs on University premises or at University-sponsored activities. At the discretion of the president or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:
(a) constitutes a criminal offense as defined by state or federal law, regardless of the existence or outcome of any criminal proceeding; or
(b) indicates that the student may present a danger or threat to the health or safety of the student or others.

SECTION III. GUIDING PRINCIPLES.
(a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
(b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.
(c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
(d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
(e) The University is dedicated to the rational and orderly resolution of conflict.

SECTION IV. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.
Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

SECTION V. DISCIPLINARY OFFENSES.
Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this policy:

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials

without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Subd. 2. Disruptive Classroom Conduct. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

Subd. 3. Falsification. Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

Subd. 4. Refusal to Identify and Comply. Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official.

Subd. 5. Attempts to Injure or Defraud. Attempts to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.

Subd. 6. Threatening, Harassing, or Assaultive Conduct. Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

Subd. 7. Disorderly Conduct. Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.

Subd. 8. Illegal or Unauthorized Possession or Use of Weapons. Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper University authority.

Subd. 9. Illegal or Unauthorized Possession or Use of Drugs or Alcohol. Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper University authorization.

Subd. 10. Unauthorized Use of University Facilities and Services. Unauthorized use of University facilities and services means wrongfully using University properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.

Subd. 11. Theft, Property Damage, and Vandalism. Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Subd. 12. Unauthorized Access. Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Subd. 13. Disruptive Behavior. Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

Subd. 14. Hazing. Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

Subd. 15. Rioting. Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

Subd. 16. Violation of University Rules. Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

Subd. 17. Violation of Federal or State Laws. Violation of federal or state laws means engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

Subd. 18. Persistent Violations. Persistent violations means engaging in repeated conduct or action in violation of this Code.

SECTION VI. SANCTIONS.
The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Subd. 1. Warning. A warning means the issuance of an oral or written warning or reprimand.

Subd. 2. Probation. Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

Subd. 3. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.

Subd. 4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

Subd. 5. Restitution. Restitution means making compensation for loss, injury, or damage.

Subd. 6. Restriction of Privileges. Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Subd. 7. University Housing Suspension. University housing suspension means separation of the student from University Housing for a defined period of time.

Subd. 8. University Housing Expulsion. University housing expulsion means permanent separation of the student from University housing.

Subd. 9. Suspension. Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

Subd. 10. Expulsion. Expulsion means the permanent separation of the student from the University.

Subd. 11. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Subd. 12. Revocation of Admission or Degree. Revocation of admission or degree means revoking a student's admission to the University or revoking a degree already awarded by the University.

SECTION. VII. INTERIM SUSPENSION.
The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION VIII. HEARING AND APPEALS OF STUDENT DISCIPLINE.
Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing and access to a campus-wide appeal. To safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.
The appeals procedure must describe:
(a) grounds for an appeal;
(b) procedures for filing an appeal; and
(c) the nature of an appellate review.

SECTION IX. DELEGATION OF AUTHORITY.
The president or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the University.

SUPERSEDES: Existing disciplinary appeals policies in contradiction and specifically repeals the appeals policies dated Fel 1979.

UNIVERSITY OF MINNESOTA BOARD OF REGENTS POLICY
SEXUAL HARASSMENT
Adopted: December 11, 1998

SECTION I. DEFINITION.

Subd. 1. Sexual Harassment. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement in any University activity or program;

(2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.

Subd. 2. Member of the University Community. "Member of the University community" or "University member" means any University of Minnesota faculty member, student, or staff member, or other individual engaged in any University activity or program.

SECTION II. POLICY.

Subd. 1. Prohibition. Sexual harassment by or toward a member of the University community is prohibited.

Subd. 2. Responsibility to Report. Department heads, deans, provosts, chancellors, vice presidents, and other supervisors and managers must take timely and appropriate action when they know or should know of the existence of sexual harassment. Other persons who suspect sexual harassment should report it to an appropriate person in their unit or to the University equal opportunity officer.

Subd. 3. Administrative Responsibility. Each campus must adopt procedures for investigating and resolving complaints of sexual harassment in coordination with the director of equal opportunity and affirmative action.

Subd. 4. Disciplinary Action. A violation of this policy may lead to disciplinary action up to and including termination of employment or academic dismissal.

5.3   Scholastic Dishonesty and Plagiarism

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office of Student Conduct and Academic Integrity (OSCAI, www1.umn.edu/oscai/).

The University's Student Conduct Code defines scholastic dishonesty as "plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis."

Plagiarism is an important element of this policy. It is defined as the presentation of another's writing or ideas as your own. Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: http://writing.umn.edu/tww/plagiarism/definitions.html.

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to http://tutorial.lib.umn.edu/ and click on "Citing Sources."

In addition, original work is expected in all coursework. It is unacceptable for students to hand in assignments for any course for which they received credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

5.4   University Senate Uniform Grading & Transcript Policy

Note: The following is an abbreviated version of the University Senate Uniform Grading and Transcript Policy that can be found at www.umn.edu/usenate/usen/policies.html.

GENERAL PROVISIONS

1. There are two distinct grading systems on each campus of the University of Minnesota, A-B-C-D-F (with pluses and minuses), and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course.

2. Interpretation by the Committee on Educational Policy: The policy does not require any instructor to use pluses and minuses.

3. Each college, campus, and program shall determine to what extent and under what conditions each of these two systems may be available to its students and to its faculty, consistent with the provisions of this policy. Any college, campus, or program may specify what courses or proportion of courses taken by its students or its prospective students must be on one or the other grading system. No campus, college, or program is required to offer a course on the S-N grading system. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.

4. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).

5. The University's official transcript, the chronological record of the student's enrollment and academic performance, will be released by the University only at the request of the student or in accord with state or federal statutes; mailed copies will include the official seal of the University imprinted on them. Students may obtain an unofficial transcript of their own academic work at their request, except when they have a transcript hold on their record.

PERMANENT GRADES FOR ACADEMIC WORK

1. There are five permanent grades given for a single course for which credit shall be awarded, which will be entered on a student's official transcript. A-B-C-D-F grades including pluses and minuses, as follows, and carry the indicated grade points. The S grade shall not carry grade points but the credits shall count toward the student's degree program if allowed by the college, campus, or program.

A	4.00	Represents achievement that is outstanding relative to the level necessary to meet course requirements.
A-	3.67	
B+	3.33	
B	3.00	Represents achievement that is significantly above the level necessary to meet course requirements.
B-	2.67	
C+	2.33	
C	2.00	Represents achievement that meets the course requirements in every respect.
C-	1.67	
D+	1.33	
D	1.00	Represents achievement that is worthy of credit even though it fails to meet fully the course requirements.
S		Represents achievement that is satisfactory, which is equivalent to a C- or better.

2. There are two permanent grades given for a single course for which no credit shall be awarded and which will be entered on a student's official transcript.

F	0.00	Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The F carries zero grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course shall count in the grade point average.
N		Represents no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The N carries no grade points and the credits for the course do not count toward any academic degree program. The

		credit hours for the course do not count in the grade point average.

Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.

Students who enroll for a course on the A-F grading system shall receive an F if such grade is warranted; students who enroll for a course on the S-N system shall receive an N if such grade is warranted.

3. In connection with all symbols of achievement, and especially for the S, instructors shall define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each (subject to the provision in this policy that the amount and quality of work required for an S may not be less than that required for a C-). [In any class, instructors have the right to set the level of performance required for an S at any level. They may not set it at less than a C-.]

4. Every student shall have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which shall be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the periodic and cumulative grade point average will appear on each student's record.

    All special grade point averages calculated at the request of a college or unit, if approved by the appropriate chancellor, provost, or vice president, will be accommodated by the Office of the Registrar in such a manner that they do not appear on the student's official transcript or any unofficial transcript which might be issued.

OTHER TRANSCRIPT SYMBOLS

Incomplete [I]
There shall be a temporary symbol I, **incomplete**, awarded to indicate that the work of the course has not been completed.   The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

For graduate/professional students, an I is to remain on the transcript until changed by the instructor or department.

When an I is changed to another symbol, the I is removed from the record.

A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

Interpretation of Policy on Incompletes for Students Called to Active Military Duty
When appropriate, instructors may prefer to arrange for the student to take an incomplete. Senate policy requires that an incomplete be made up within one calendar year of the end of the term in which the incomplete is given. When students are called to active military duty, and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s). Complete policies and procedures are available in the SPH Student Services Center.

Transfer [T]
There shall be a symbol T, **transfer**, posted as a prefix to the original grade, to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.

Withdrawal [W]
If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student's transcript. There shall be a symbol W, **withdrawal**, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus*. The W will be entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions). Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must be extenuating non-academic circumstances justifying late withdrawal.

*See *section 3.3* for the School of Public Health withdrawal process.

Continuation [X]
There shall be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor shall submit a grade for each X when the student has completed the sequence.

In Progress [K]
There shall be a symbol K, assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.

OTHER PROVISIONS

Bracketing (repeating) Courses
An MPH or Certificate student may repeat a course once. When a student repeats a course, (a) both grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course shall count in the student's grade point average. All such courses falling under this provision must be approved by the college*.

MS and PhD students are not allowed to repeat a course.

*In the case of the School of Public Health, this approval must come from the Dean and, in some cases, the Major Chair or DGS. Students should see their Major Coordinator for further information.

Course Prerequisites
Any college or campus may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, and other purposes they deem appropriate.

Grade Submission
All grades for all courses each term shall be submitted to the Office of the Registrar no later than 72 hours after the last final examination for that term. Students can view their grades online at http://onestop.umn.edu 24 hours after they are posted by the course instructor.

5.5   Health Insurance

All Academic Health Center students (this includes all SPH students, including those in MS and PhD programs) will be enrolled and charged automatically for the Academic Health Center (AHC) Student Health Benefit Plan. For more information, go to http://www.bhs.umn.edu/insurance/twincities/ahc/index.htm.

BENEFITS
The Academic Health Center Student Health Benefit Plan (AHC-SHBP) offers the following benefits (all AHC students are eligible):

- Full access to the Blue Cross and Blue Shield pharmacies
- No maximum on pharmaceuticals
- Coverage for all immunizations
- Early access to immunization services (July 1) for those registered for fall 2010 (incoming students)
- Ongoing health care coverage will be offered to students after graduating, through the University of Minnesota Conversion Plan

WAIVER
All admitted AHC students will be required to participate in the plan if they are not covered by an employer sponsored group health insurance program.

If they want to waive the insurance, they must prove they have other coverage by producing a certificate of credible coverage obtained from their managed care organization, insurance company, or duly authorized agent verifying insurance coverage. They must submit the certificate of credible coverage to the Student Health Benefits Office at Boynton by the enrollment deadline published by the Office of the Registrar. This request must be submitted in person or by fax.

This waiver will be valid for two years. Should students lose coverage during the period they have been waived, they may enroll in the plan within 30 days by providing proof of involuntary loss of coverage from the insurance company.

Students enrolled in the Graduate Assistant Health Benefit Plan will be automatically waived from the AHC-SHBP.

5.6   Privacy

The School of Public Health is committed to protecting the privacy of students, staff, and research participants. Students have privacy rights that assure confidentiality of their student records. Research Participants have many rights that guarantee their safety and their privacy.

Often School of Public Health students work as Teaching Assistants and Research Assistants [that may require exposure] to private information. Please be [aware] of privacy laws, complete required privacy trainings, and act with the highest honor towards all private information.

For further information, go to privacy.ahc.umn.edu/.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT): STUDENT RECORDS
FERPA grants four specific rights to a post-secondary student:

1. To see the information that the institution is keeping on the student.

2. To seek amendment to those records and in certain cases append a statement to the record.

3. To consent to disclosure of his/her records.

4. To file a complaint with the FERPA Office in Washington.

In addition:

- U of MN Faculty and Staff have a legal responsibility, under FERPA, to protect the confidentiality of your student educational records.
- Student educational records are considered confidential and may not be released without written consent of the student.
- Student information stored in electronic format must be secure and available only to those entitled to access that information.

HIPPA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT)
HIPAA is a federal law related to the privacy of an individual's health care information.

All students in the Academic Health Center (AHC), including School of Public Health students, must complete the University's online HIPAA Privacy training.

Login to www.ahc.umn.edu/privacy/training/sectraining/home.html, click on myU.umn.edu and select **my Worklife** link to complete the training.

5.7   Immunizations

According to OSHA regulations, CDC guidelines, and University of Minnesota policy, Academic Health Center (AHC) students are required to have a health clearance as a condition of enrollment.

More details and the downloadable *Student Immunization Record* form are available from Boynton Health Service at www.bhs.umn.edu/services/AHC.htm#AHC.

5.8   Criminal Background Checks

Students should be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. Students placed in such facilities may be asked by the institution to submit paperwork, or the institution may require that they have this check facilitated by the School of Public Health or Division. The School is prepared to assist students with this process. Facilities that are covered by this law are hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, and board/lodging establishments providing health supervision services. Client contact must be direct and unsupervised (outside the hearing or vision of a supervisor at the facility). In the unlikely event that this situation arises, students should call the School of Public Health Student Services Center at 612.626.3500 or go to D305 Mayo for assistance.

5.9   Use of Human Subjects in Research

Students at the University of Minnesota who conduct any research using human subjects (even if the subject's data has been collected under IRB approval) are required to submit their research proposal to the University of Minnesota Institutional Review Board (IRB) for approval prior to conducting their study. This applies to projects conducted inside or outside the University. For research conducted outside of the University, students still need IRB approval from the University even if approval has been obtained from an external agency.

Students must also seek approval if they are using existing datasets and are not collecting any additional data. In these cases, it is still necessary to complete the IRB application using the "expedited review" process. This process requires less time for approval, but the form must be completed in advance of beginning any analysis.

No contacts with potential or actual study participants, including recruitment, or other research may occur until final IRB approval has been obtained. Students should plan to complete the application at least **2 months** before they want to collect new data or analyze existing data because the IRB Committees only meet 1-2 times/month and they often request revisions to applications before final approval.

The University of Minnesota IRB web site is www.irb.umn.edu. Students should check this site out before speaking with their advisor to familiarize themselves with procedures and to download/print the forms they will need to complete. Students should consult with their advisor before submitting an application. Here are a few tips:

- Students will need a copy of the questions they intend to ask, their protocol for collecting data, as well as a consent form, if necessary. If students will be using participant recruitment materials (letters, advertisements, etc.), they should provide a copy with the application.
- Students should consult with a faculty member who does similar work about what kind of review procedures they will have to go through. Students can also talk to fellow students who recently went through a review process.
- The Committee does look very closely at research involving children, and any invasive research undergoes especially close examination. If the nature of their research is very sensitive, students may want to speak directly to someone at the IRB about how to prepare the materials.

Questions concerning exemptions or other aspects of human subjects research review should be addressed to irb@umn.edu or call 612.626.5654. Completed application forms should be sent to:

Research Subjects Protection Program
MMC 820
D528 Mayo Memorial Bldg
420 Delaware Street SE
Minneapolis, MN 55455-0392

5.10   International Student Requirements

Note: International student requirements may change over time. For up-to-date information go to www.isss.umn.edu.

DOCUMENT CHECK AND ORIENTATION

All new international students must visit the University of Minnesota International Student & Scholar Services office (ISSS) shortly after arrival in Minnesota. See www.isss.umn.edu for directions, office hours, and services. ISSS will review immigration documents, register new students for the International Student Orientation Program, and provide information on how to release registration holds. These processes are mandated by the Department of Homeland Security (DHS); formerly known as Immigration and Naturalization Service (INS).

International students are allowed to enter the U.S. only within 30 days of their program start date. Regulations and SEVIS requirements provide strict guidelines regarding this date, to coincide with the term of admission.

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

SEVIS is an electronic reporting system that provides the Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. This internet-based record-keeping system maintains electronic data on all international students. The system also tracks entries into and

departures from the U.S. Every school, college, and university that admits students or scholars on F, J, or M visas is mandated to implement SEVIS.

In addition to the information routinely reported on I-20 and DS-2019 forms, other information is reported, including but not limited to: academic status, employment, and residential address.

For more information on SEVIS requirements, including those listed below, go to www.isss.umn.edu.

Academic Status
International students must maintain full-time status. MPH students must register for at least 9 credits each semester (6 credits for MS and PhD students). Under special conditions, students may apply for an exemption from full-time status rule at the ISSS office. Students must apply for the exemption before registering for less than a full course of study.

ADDRESS CHANGE
International students **MUST** notify **BOTH** the DHS Bureau of Citizenship & Immigration Services (BCIS) and the University of Minnesota **within 10 days** of a change of address. For more information go to www.isss.umn.edu/INSGen/address.html.

6. GROUPS, ASSOCIATIONS, AND SOCIETIES

6.1 Student Groups

School of Public Health Student Senate   www.sph.umn.edu/current/studentsenate/home.html

The Student Senate is comprised of graduate students of the University of Minnesota, School of Public Health. The Senate serves two main functions:

- The Student Senate is an official organization of the University of Minnesota, School of Public Health, representing the SPH graduate students in several university committees.
- The Student Senate also acts as the public health student association of the University of Minnesota, organizing activities and events among the graduate students in the school. They participate in volunteer activities around the Twin Cities, organize social events, and address student needs and concerns to the School and the divisions.

The SPH Student Senate welcomes input from all students from the school and invite you to join the Senate and help us serve the needs of the SPH students. Contact us at sphss@umn.edu.

Graduate and Professional Student Assembly   www.gapsa.umn.edu

The Graduate and Professional Student Assembly serves many functions on this campus, chief among them ensuring that the University, in all of its offices, programs, schools and departments, works in the interests of excellence in the graduate and professional experience. GAPSA and its coordinate councils advocate on your behalf to make the University of Minnesota the premier institution for graduate and professional education in the nation, and try to make sure students have a smooth, supported, even fun time getting their degree

Council of Graduate Students (COGS)   www.cogs.umn.edu

The Council of Graduate Students (COGS) is the official student governing board of the Graduate School, representing all Graduate Students at the U of M. The U administration looks to COGS for consultation & direction on all matters pertaining to the Graduate School experience, including Graduate Assistant issues.

Center for Health Interdisciplinary Programs (CHIP)   www.chip.umn.edu

The Center for Health Interdisciplinary Programs or CHIP is a department of the Office of Education in the Academic Health Center Senior Vice President's Office. The CHIP Student Center serves AHC students in the schools of dentistry, dental hygiene, health care administration, medical technology, medicine, mortuary science, nursing, occupational therapy, pharmacy, physical therapy, public health, and veterinary medicine.

CHIP exists to foster interdisciplinary relationships and teamwork between Academic Health Center students. CHIP provides educational, leadership, and service opportunities for students.

Minnesota International Student Association   www.tc.umn.edu/~misa/

The Minnesota International Student Association (MISA) is a non-profit organization that aims at working in the interest of international students at the University of Minnesota. MISA represents the international community of the University of Minnesota Campus. There are about 3000 international students on this campus, whose length of stay varies from 3 months to several years. MISA plays a vibrant role in students' social lives, by being the forum for international students on the U of M campus and by organizing events throughout the year.

Other Groups   www.sua.umn.edu/groups/

More than 400 student groups on campus are registered with the University's Student Unions and Activities Office, including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

6.2   Public Health Related Associations and Agencies

Minnesota Public Health Association (MPHA)   www.mpha.net/index.html
Founded in 1907, the Minnesota Public Health Association is a statewide professional organization actively serving Minnesotans, our members, and the public health profession through its efforts and activities. MPHA is an affiliate of the American Public Health Association.

American Public Health Association   www.apha.org
The American Public Health Association (APHA) is the oldest and largest organization of public health professionals in the world, representing more than 50,000 members from over 50 occupations of public health.

Association of Schools of Public Health   www.asph.org
The Association of Schools of Public Health (ASPH) is the only national organization representing the deans, faculty, and students of the accredited member schools of public health and other programs seeking accreditation as schools of public health.

Center for Cross-Cultural Health   www.crosshealth.com
The Center for Cross-Cultural Health is actively involved in the education and training of health and human service providers and organizations in the State of Minnesota and beyond. The Center is also a research and information resource. Through information sharing, training and research, the Center works to develop culturally competent individuals, organizations, systems, and societies.

Centers for Disease Control and Prevention   www.cdc.gov
The Centers for Disease Control and Prevention (CDC) is recognized as the lead federal agency for protecting the health and safety of people - at home and abroad, providing credible information to enhance health decisions, and promoting health through strong partnerships. CDC serves as the national focus for developing and applying disease prevention and control, environmental health, and health promotion and education activities designed to improve the health of the people of the United States.

National Institutes of Health   www.nih.gov
Begun as a one-room Laboratory of Hygiene in 1887, the National Institutes of Health today is one of the world's foremost medical research centers, and the Federal focal point for medical research in the U.S.

American College of Healthcare Executives   www.ache.org

The American College of Healthcare Executives is an international professional society of more than 30,000 healthcare executives who lead hospitals, healthcare systems and other healthcare organizations.

6.3   Alumni Societies

School of Public Health Alumni Society   www.alumni.umn.edu
                    www.sph.umn.edu/alumni/home.html

The School of Public Health Alumni Society has approximately 870 members. All graduates, students, and friends of the school are eligible for active membership in the society.

The society is responsible for a wide variety of successful initiatives, including:

- Spring Annual Meeting, cosponsored by the Minnesota Public Health Association.
- Student mentor program, designed to enable students to receive professional and personal guidance from alumni in their field of interest.
- Awards and student scholarships.
- Career Center, which provides support for a job bank and résumé database for students and alumni.
- Assistance with the newsletter *Advances*.

With every new member, the School of Public Health Alumni Society is able to offer more programs and services in support of the school and its students. Each membership makes a difference!

MHA Alumni Association   http://www.sph.umn.edu/education/mha/alumni_association.html

The Alumni Association of the University of Minnesota MHA Program was established in 1948 to facilitate ongoing support of the Healthcare Administration program and to continue fellowship among alumni. There are over 1,600 members. The Association supports MHA students through scholarships, and by providing learning opportunities.

7.   PUBLIC HEALTH CERTIFICATE IN CORE CONCEPTS

7.1   Program Overview

Welcome to the Major in Public Health Practice and the Public Health Certificate in Core Concepts Program! Please feel free to contact Kate Hanson or Sarah Harper, Public Health Practice Major Coordinators, or Craig Hedberg, academic advisor at 612.626.5665 or php@umn.edu with any questions or concerns you may have.

The major in Public Health Practice brings together the science and the art of public health. In keeping with the vision of "Healthy People in Health Communities" this major addresses public health as a broad social enterprise that seeks to extend the benefits of current knowledge in ways that will have the maximum impact on the health status of populations. This calls for collective action to protect, promote, and improve health through education, engineering, and enforcement strategies. Public health is unique in its interdisciplinary approach and methods, its emphasis on preventive strategies, and its linkages with government, private and voluntary communities.

Public Health is an interdisciplinary field that complements many health and human services fields with its unique emphasis on population science, research, and applications. The Public Health Certificate in Core Concepts (PHCert-CC) is a 14-semester credit program of study for working health and human service professionals with completed baccalaureate or advanced degrees who desire a credential in public health core concepts and do not currently seek full MPH training. The program focuses on developing the knowledge, skills, and attitudes to understand, assess, and manage population health in public health, healthcare, and human service settings.

The PHCert-CC builds on the close ties of the School of Public Health with the practicing community to address the need for more flexible training for working health and human service professionals. With the current demand to protect the health of our communities the PHCert-CC provides a public health credential that can be obtained in a shorter time and more flexible method than a Masters of Public Health degree. All the courses are offered online. The option to complete the course of study on the Internet is made available to serve geographically dispersed students around the globe.

PROGRAM AIMS

The PHCert-CC Program focuses on public health knowledge, skills and attitudes to understand, assess, and manage population health in public health, health care, and human resources settings. Coursework blends competencies drawn from the core public health content (http://asph.org/document.cfm?page=851). The public health core provides foundational skills in epidemiology, biostatistics, social and behavioral sciences, ethics, management, and environmental and occupational health. These courses are the basis for designing, conducting, analyzing, and interpreting studies from which insights may be drawn to influence population health.

The curriculum incorporates the core areas of public health instruction and focuses on the knowledge, skills, and attitudes necessary in each of these areas of fundamental competency needed to understand, evaluate, and manage population health in the community. Key learning objectives of the Curriculum are:

1.   Understand the principles and practices of health promotion, disease/injury prevention and protection from environmental hazards;

2.   Integrate public health methods into the practice of health and human resource services;

3.   Appreciate the social, cultural and environmental factors that affect the health of the community's health;

4.   Identify the ethical issues in disease/injury prevention and health systems policy.

7.2   PHCert-CC Curriculum

The PHCert-CC curriculum consists of six courses (14 credits) which cover the six core areas of public health. These may be taken in any order which are:

- biostatistics

- environmental health

- epidemiology

- ethics

- management

- social & behavioral science

Basic Courses

The courses may be taken in any order, however, it is recommended that the biostatistics course be taken prior or concurrently with the epidemiology course.

The basic courses that fulfill these requirements are all offered online. Many are offered in-person, as well.

PHCert-CC students are eligible to sit for an equivalency exam in one or more of the core areas. Check your University of Minnesota email for the date, time, and location announcement.

Curriculum Alternatives

There is often more than one course which may fulfill a core area requirement. These are curriculum alternatives. Many curriculum alternatives are not available online.

If you wish to take a curriculum alternative, send a request in writing to php@umn.edu with the reason you wish to take the alternative.

Important Note: If you intend to pursue an MPH, MS or PhD degree within a different major of the School of Public Health, look at the core course requirements of that program and discuss with the Major Coordinator for that program to determine if they are different from the PHCert-CC requirements. If they are different, you can request to take the other course(s) as a curriculum alternative. Your request must be in writing and must be submitted to the PHP Major office at php@umn.edu. It will be kept in your file.

Core Area	Basic Course	Credits	Alternative(s) Course	Credits
Biostatistics	PubH 6414 Biostatistical Methods I *(should be taken before or concurrent to PubH 6320)*	3	PubH 6415 Biostatistical Methods II	3
			PubH 6450 Biostatistics I	4
			PubH 6451 Biostatistics II	4
Environmental Health	PubH 6102 Issues in Environmental & Behavioral Health	2	PubH 6101 Environmental Health	2

Epidemiology	PubH 6320 Fundamentals of Epidemiology	3	PubH 6341 Epidemiologic Methods I	3
Ethics	PubH 6741 Ethics in PH: Professional Practice and Policy	1	PubH 6741 Ethics in PH: Research and Policy (offered online all terms)	1
Management	PubH 6751 Management in Health Services Organizations	2	N/A	N/A
Social and Behavioral Sciences	PubH 6020 Fundamentals of Social and Behavioral Science	3	N/A	N/A

7.3   Basic Course Descriptions

PubH 6020   Fundamentals of Social and Behavioral Science
Four major approaches to public health problems: psychosocial, economic, community, policy. Lectures provide overview of theory/implementation. Small groups provide opportunity to practice skills.

PubH 6102   Issues in Environmental and Occupational Health
The field, current issues, principles/methods of environmental/occupational health practice.

PubH 6320   Fundamentals of Epidemiology
Basic concepts and knowledge of epidemiology, a methodology used to study the etiology, distribution, and control of diseases in human populations.

PubH 6414   Biostatistical Methods I
Descriptive statistics, graphical methods. Use of Excel. Proportions, relative risk, odds ratios. Random sampling. Estimates of mean, medians, measures of variability. Normal distribution, t-/chi-square tests. Confidence intervals. Correlation/regression. Inference/causality.

PubH 6741   Ethics in Public Health: Professional Practice and Policy
Intro to ethical issues in public health practice/policy. Ethical analysis, recognizing/analyzing moral issues.

PubH 6751   Principles of Management in Health Services Organizations
Managing projects/organizations in public health. Skills/knowledge necessary to determine mission of an organization, structure it to support individuals in their work, and motivate/manage to achieve goals.

7.4   Course Scheduling

All of the following courses – with the exception of PubH 6102 – are also offered in a traditional lecture format on-campus.

Core Area	Course	Title	Credits	Offered Online
Administration	PubH 6751	Management in Health Services Org	2	Spring/Summer
Behavioral Science	PubH 6020	Fundamentals of Social & Behavioral Science	3	Fall/Spring/Summer
Biostatistics	PubH 6414	Biostatistical Methods I	3	Fall/Spring/Summer
Environmental Health	PubH 6102	Issues in Environmental & Occupational Health	2	Spring/Summer
Epidemiology	PubH 6320	Fundamentals of Epidemiology	3	Fall/Spring/Summer

Ethics	PubH 6741 **OR**	Ethics in PH: Professional Practice & Policy **OR**	1	Fall/Spring/Summer
	PubH 6742	Ethics in PH: Research & Policy		

For the most current schedule, go to http://www.onestop.umn.edu, click "class schedule" in the right side column.

ONLINE <u>SAMPLE</u> COURSE SCHEDULES

SAMPLE SCHEDULES FOR FALL ADMITS
2 Year Sample Schedule
Year 1
6020 Fundamentals of Social and Behavioral Science   Fall
6751 Principles of Management in Health Services Organizations   Spring
6741 Ethics in Public Health: Professional Practice & Policy   Summer
Year2
6414 Biostatistical Methods I   Fall
6320 Fundamentals of Epidemiology   Spring
6102 Issues in Environmental & Occupational Health   Summer

1 Year Sample Schedule - Online Courses
6414 Biostatistical Methods I   Fall
6741 Ethics in Public Health: Professional Practice and Policy   Fall
6320 Fundamentals of Epidemiology   Spring
6102 Issues in Environmental and Occupational Health   Spring
6020 Fundamentals of Social and Behavioral Sciences   Summer
6751 Principles of Management in Health Services Organizations   Summer

SAMPLE SCHEDULES FOR SPRING ADMITS
2 Year Sample Schedule - Online Courses
Year 1
6751 Principles of Management in Health Services Organizations   Spring
6741 Ethics in Public Health: Professional Practice & Policy   Summer
6414 Biostatistical Methods I   Fall
Year 2
6320 Fundamentals of Epidemiology   Spring
6102 Issues in Environmental & Occupational Health   Summer
6020 Fundamentals of Social and Behavioral Science   Fall

1 Year Sample Schedule - Online Courses
6414 Biostatistical Methods I   Spring
6741 Ethics in Public Health: Professional Practice and Policy   Spring
6020 Fundamentals of Social and Behavioral Sciences   Summer
6102 Issues in Environmental and Occupational Health   Summer
6751 Principles of Management in Health Services Organizations   Fall
6320 Fundamentals of Epidemiology   Fall

SAMPLE SCHEDULES FOR SUMMER ADMITS
2 Year Sample Schedule - Online Courses
Year 1
6751 Principles of Management in Health Services Organizations   Summer
6414 Biostatistical Methods I   Fall

6320 Fundamentals of Epidemiology	Spring

Year 2

6102 Issues in Environmental and Occupational Health	Summer
6741 Ethics in Public Health: Professional Practice and Policy	Fall
6020 Fundamentals of Social and Behavioral Sciences	Spring

1 Year Sample Schedule - Online Courses

6020 Fundamentals of Social and Behavioral Sciences	Summer
6751 Principles of Management in Health Services Organizations	Summer
6414 Biostatistical Methods I	Fall
6741 Ethics in Public Health: Professional Practice and Policy	Fall
6320 Fundamentals of Epidemiology	Spring
6102 Issues in Environmental and Occupational Health	Spring

For the most current schedule, go to http://www.sph.umn.edu/education/certificates/coreconcepts/core.html.

IN-PERSON SAMPLE COURSE SCHEDULES

Please note that in-person courses are not offered during the summer

SAMPLE SCHEDULES FOR FALL ADMITS

1-2 courses/term Sample Schedule – In-Person Courses Only

Year 1

6020 Fundamentals of Social and Behavioral Sciences	Fall
6414 Biostatistical Methods I	Spring
No in-person courses in the summer	

Year 2

6320 Fundamentals of Epidemiology	Fall
6101 Environmental Health	Spring
No in-person courses in the summer	

Year 3

6751 Principles of Management in Health Services Organizations	Fall
6741 Ethics in Public Health: Professional Practice and Policy	Fall

2 Courses/term Sample Schedule – In-Person Courses Only

Year 1

6751 Principles of Management in Health Services Organizations	Fall
6020 Fundamentals of Social and Behavioral Sciences	Fall
6414 Biostatistical Methods I	Spring
6101 Environmental Health	Spring
No in-person courses in the summer	

Year 2

6320 Fundamentals of Epidemiology	Fall
6741 Ethics in Public Health: Professional Practice and Policy	Fall

SAMPLE SCHEDULES FOR SPRING ADMITS

1-2 courses/term Sample Schedule – In-Person Courses Only

Year 1

6101 Environmental Health	Spring	

No in-person courses in the summer

Year 2

6020 Fundamentals of Social and Behavioral Sciences	Fall
6741 Ethics in Public Health: Professional Practice and Policy	Fall
6414 Biostatistical Methods I	Spring

No in-person courses in the summer

Year 3

6320 Fundamentals of Epidemiology	Fall
6751 Principles of Management in Health Services Organizations	Fall

2 Courses/term Sample Schedule – In-Person Courses Only

Year 1

6101 Environmental Health	Spring
6414 Biostatistical Methods I	Spring

No in-person courses in the summer

Year 2

6320 Fundamentals of Epidemiology	Fall (#1)
6020 Fundamentals of Social and Behavioral Sciences	Fall (#1)

Year 3

6741 Ethics in Public Health: Professional Practice and Policy	Fall (#2)
6751 Principles of Management in Health Services Organizations	Fall (#2)

7.5   Curriculum Objectives

Objective	How Acquired	How measured
1. Identify the principles and practices of health promotion, disease/injury prevention and protection from environmental hazards	▪ PubH 6320 Fundamentals of Epidemiology ▪ PubH 6751 Management in Health Organizations ▪ PubH 6102 Issues in Environmental and Occupational Health	Course evaluations, examinations
2. Integrate public health methods into the practice of health and human resource services	▪ PubH 6320 Fundamentals of Epidemiology ▪ PubH 6414 Biostatistical Methods I	Course evaluations, examinations
3. Appreciate the social, cultural and environmental factors that affect the community's health	▪ PubH 6020 Fundamentals of Social and Behavioral Science ▪ PubH 6102 Issues in Environmental and Occupational Health	Course evaluations, examinations
4. Identify the ethical issues in disease prevention and health systems policy	▪ PubH 6741 Ethics in Public Health: Professional Practice and Policy	Course evaluations, examinations

7.6   Certificate in Core Concepts Competencies

Pubic Health Practice Major Competency Statement
The Public Health Practice Major brings together the science and art of public health. In addition to obtaining a broad background in core competencies public health practice students design a focus area based on their academic goals in population science. The Focus Area Curriculum gives the student the opportunity to investigate specific public health applications. Students are required to choose across four Goals incorporating public health practice domains as established by the Council on Linkages found at http://trainingfinder.org/competencies/:

1. Public policy development using a systems framework;
2. Interventions based on the dimensions of community and culture;
3. Assessment and application of basic public health sciences; and
4. Program management and communications principles.

The **PHCert-CC Program** focuses on public health knowledge, skills and attitudes to understand, assess, and manage population health in public health, health care, and human resources settings. Coursework blends competencies drawn from the core public health content. The public health core provides foundational skills in epidemiology, biostatistics, social and behavioral sciences, ethics, management, and environmental health sciences. These courses are the basis for designing, conducting, analyzing, and interpreting studies from which insights may be drawn to influence population health.

COMPETENCY AREA SPECIFIC COMPETENCIES	LEARNING OPPORTUNITIES	EVALUATION OPPORTUNITIES
PUBLIC HEALTH CERTIFICATE IN CORE CONCEPTS Identify the principles and practices of health promotion, disease/injury prevention and protection from environmental hazards	• PubH 6320 Fundamentals of Epidemiology PubH 6751 Management in Health Organizations • PubH 6102 Issues in Environmental and Occupational Health	• Course evaluations • Examinations
Integrate public health methods into the practice of health and human resource services	• PubH 6320 Fundamentals of Epidemiology • PubH 6414 Biostatistical Methods I	• Course evaluations • Examinations
Appreciate the social, cultural and environmental factors that affect the community's health	• PubH 6020 Fundamentals of Social and Behavioral Science • PubH 6102 Issues in Environmental and Occupational Health	• Course evaluations • Examinations
Identify the ethical issues in disease prevention and health systems policy	• PubH 6741 Ethics in Public Health: Professional Practice and Policy	• Course evaluations • Examinations

7.7   Certificate Requirements and Policies

CREDITS/COURSEWORK
Students must complete 14-semester credits as specified above.

GRADE POINT AVERAGE
A cumulative GPA of 3.0 in the PHCert-CC courses is required for completion of the Certificate.

GRADING POLICY
Courses designated as part of the public health core **must be taken for a letter grade (A-F)**. Students will be required to achieve no less than a B- grade in each core course. Students may retake public health core courses at their own expense until they achieve a grade of B- or better. However, a retaken course may be counted only once toward certificate or degree requirements in the student's study plan.

Each public health major may require higher levels of achievement for its own students in public health core courses that are also core to the major. This may include restrictions on retaking public health core courses that are also core to the major, or requiring more than a B- performance level. Students should consult their Major Coordinator for documentation of these requirements.

REGISTRATION REQUIREMENT
Public Health Certificate in Core Concept students are encouraged to register for a required course at least one term in an academic year to maintain their active status. Students **must** register for at least one course during the term for which they are admitted. If more than two terms pass without registration, please contact the Major Coordinator to have your status reactivated.

AHC IMMUNIZATION REQUIREMENTS
Public Health Certificate in Core Concept students **are exempt from** the AHC immunization requirements.

AHC STUDENT HEALTH BENEFIT PLAN
All Academic Health Center students will be automatically enrolled in the University Sponsored Health Benefit Plan (SHBP). It is not waived if you entered your insurance information when registering for classes. This plan provides easy, affordable coverage for the unique needs of AHC students. You can have the plan waived if you are eligible. For more information, please go to: www.bhs.umn.edu/insurance/ahc.htm or contact Boynton Health Service at 612.624.0627 or studins@bhs.umn.edu.

COURSE EVALUATIONS
Students provide very important input into the continued development of the School's teaching program. Students will be asked to complete evaluations for all SPH courses. Evaluations are done online at the end of each term.

SPH ANNUAL STUDENT SURVEY
Students also are strongly encouraged to evaluate and comment on the school and its programs through our annual end of year SPH Student Survey. The survey covers many aspects of student experiences including field placements, career services, financing, and overall School service.

TIME LIMITS FOR PROGRAM COMPLETION
The maximum time allowed by the School of Public Health for completion of the Public Health Certificate in Core Concepts is three years. The three-year period begins with the term of admission to the Certificate program. The Associate Dean for Academic Affairs reviews petitions for extension of the three-year period in consultation with the Major Chair. Written documentation of the agreement is kept in the student's permanent file. Contact the Major Coordinator for details and appropriate paperwork.

COURSE TRANSFER PETITION
Students who have completed a graduate-level course at the University of Minnesota before being admitted to the PHCert-CC, or at another university or college may petition to transfer courses toward their Public Health Certificate in Core Concepts if the following conditions are met:

- Course must have been completed at an accredited graduate institution for graduate credit;
- A grade of "B" or better is required for each course petitioned for transfer;

- Credits transferred shall constitute no more than 40% (6 credits) of the PHCert-CC credit requirements; and
- No course credits older than 5 years from the date of the student's matriculation will be accepted for transfer.

Students should submit a University of Minnesota *Petition Form* (contact your Major Coordinator at php@umn.edu for a copy of the form) along with proof of completion/grade received and a copy of the course syllabus to the PHP Major Coordinator for processing.

The School of Public Health Educational Policy Committee will then determine the acceptance of the course for transfer.

PROBATION GUIDELINES

If you have completed nine required PHCert-CC credits, and you do not have a cumulative GPA of 3.0 or higher, you will be placed on probation. The terms of the probation require a minimum term GPA of 3.0 each subsequent term (not cumulatively), until the program is completed. A cumulative GPA of 3.0 is also required before the PHCert-CC will be awarded. Failure to achieve a term GPA of 3.0 while on probation will result in termination from the School of Public Health

SATISFACTORY ACADEMIC PROGRESS

The program will provide written notification, via University email, by the middle of each term to any student whose cumulative GPA is less than 3.0 at the end of the preceding term (excluding "I" grades). The program will also provide written notification, via University email, by the middle of each term to any student who received less than a B- in a core course in the preceding term (excluding "I" grades). These notifications will inform the student that the GPA must be raised to a minimum of 3.0 and/or that a grade of no lower than a B- in each core course is required for the PHCert-CC to be awarded. It is also expected that you will keep track of your grades and process in the program.

7.8   Online Resources

ONESTOP
www.onestop.umn.edu

This website gives you access to registration and student account information. Take some time to get to know it.

Registration

1. Registration queue times for fall and spring terms; just click on the "When do I Register?" quick link on the right to determine your place in the queue. There is no queue for summer term.

2. Course descriptions
    http://onestop2.umn.edu/courses/tc/designators.jsp

3. Class Schedule
    Click the "Class Schedule" quick link, select the term, e.g. fall 2009, and select Public Health as your subject.

4. Register for Classes
    Click the "Register for Classes" quick link OR click on the "Add Now" button next to your class in the Class Schedule. If you are not using the "Add Now" button, you will need the five digit class number (listed to the left of the course in the Class Schedule).

5. Refund and Drop/Add Deadlines
    www.onestop.umn.edu/onestop/Calendars/Refund_and_DropAdd_Deadlines.html. It is *extremely important* to check this if you are considering dropping a course once the term has begun. This tells you the financial and academic consequences you will encounter depending on when you drop a course along with what, if anything, you'll need to do.

Billing

1. Student financial account
    Use the "Student Account" quick link. This shows your up-to-date charges and the current balance.

2. Billing and due dates
    Listed at www.onestop.umn.edu/finances/pay/where_when_how/index.html.

3. Refund and Drop/Add Deadlines
   Found at www.onestop.umn.edu/onestop/Calendars/Refund_and_DropAdd_Deadlines.html.

   It is *extremely important* to check this if you are considering dropping a course once the term has begun. This tells you the financial and academic consequences you will encounter depending on when you drop a course along with what, if anything, you'll need to do.

Financial aid

1. If you have applied for federal financial aid, use the "Financial Aid Status" quick link

2. Read about the different loans available

3. Sign your promissory notes

4. Estimate what your cost of attendance will be

CORE CONCEPTS WEBSITE
www.sph.umn.edu/education/certificates/coreconcepts/home.html

- Schedule of course offerings

- Curriculum information

- Online course information

- Guidebooks

- Policies

- Helpful Links and Forms

MYUPORTAL
www.myu.umn.edu

The myU Portal is customized to fit your specific needs. It is a way for you to access your online courses or online components of courses via WebCT, UMN email, information specific to your school and/or program, UMCal, and even the weather.

Please note that course information may not appear until the day before the course begins.

If the course(s) don't appear in your portal, go to: https://vista2.umn.edu/webct/entryPage.dowebct.

If you need technical support for one of your online School of Public Health courses, please contact Jim or Bernadette, the distance education coordinators, at decsph@umn.edu.

WEBCT VISTA
www.webct.umn.edu

To learn more about taking an on-line course, go to "all about online courses" at http://www.sph.umn.edu/programs/certificate/cc/online.asp.

WebCT is the course management software that enables instructors to create and manage Web-based learning materials and activities. Students use WebCT to access these materials and participate in learning activities via the Web.

Please note that course information may not appear until the day before the course begins.

A tutorial is available at http://uttc.umn.edu/training/resources/webct/vista/.

Once you register for a School of Public Health course, you will be given access to an orientation to School of Public Health online courses. Neither of these orientations are mandatory but may prove helpful to students with little experience with online courses.

If you need technical support for one of your online School of Public Health courses, please contact Jim or Bernadette, the distance education coordinators, at decsph@umn.edu.

Please note: If the course(s) don't appear in your portal, go to: https://vista2.umn.edu/webct/entryPage.dowebct.

ORDERING BOOKS
www.bookstore.umn.edu/textbooks/gopherbooks.html

Required reading materials are often made available via the University of Minnesota Bookstore website. By clicking on the above link, the student may sign in and find out what materials are required. If no materials are listed, the instructor may not have made them available, yet, or the materials may be accessible online. **Please note:** Students are not required to buy their books from the UMN Bookstore.

LIBRARY

Lisa McGuire, a reference librarian who a focus on public health, has designed a great online tutorial to help you become familiar with the available resources. Go to http://blog.lib.umn.edu/lmcguire/publichealthliaison

She is there is help and you may ask for her assistance at lmcguire@umn.edu

7.9   Advising Expectations

Faculty Guide to Mission, Definitions and Expectations of Advising

MISSION STATEMENT

The School of Public Health strives to provide advising that promotes collaboration among students, staff and faculty to enhance students' academic and professional development in the field of public health. The School's goal is educational and experiential excellence that prepares students for successful careers improving the health of populations.

DEFINING ADVISING

The School of Public Health is committed to creating and sustaining high quality advising in the following four areas:

1. **Administrative Advising**: advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University.
2. **Academic Advising**: general guidance on topics related to program/major including, but not limited to program focus (may include identifying appropriate course work options), project selection and career planning.

Faculty Guide to Mission, Definitions and Expectations of Advising

ADVISING EXPECTATIONS FOR FACULTY

Faculty advisors are expected to:

*   Refer advisee to Major Coordinator for course planning/scheduling, policy and procedural information

*   Review program objectives and educational documents at least on an annual basis, (i.e. Student Guidebook, etc.), or when directed by major coordinator or major chair/DGS

*   Actively contribute to a welcoming and supportive SPH climate
*   Initiate meetings with advisee at least once per semester; regularly communicate with students on program progress
*   Respond to student inquiries in a timely manner (ideally within 5 – 7 business days)
*   Provide reasonable office hours and/or appointments and be generally available to student inquiries; communicate with students about extended absences or travel
*   Serve as a model and example of respectful behavior
*   Provide referrals to school and university resources when appropriate (e.g. Student Mental Health Services)

Student Guide to Mission, Definitions and Expectations of Advising

Cert-CC students are expected to:

- Regularly read and respond to University email (ideally once per day); email is the official mode of communication at the University of Minnesota
- Review program objectives and educational documents at least once per semester, (i.e. Student Guidebook, etc.), or when directed by major coordinator or major chair/DGS; students are responsible for knowing the requirements of the degree program
- Actively contribute to a welcoming and supportive SPH climate
- Initiate meetings with advisor or coordinator at least once per semester; regularly communicate with faculty advisor(s) and/or major coordinator about program progress
- Respond to inquiries from faculty or staff in a timely manner (ideally within 5 – 7 business days)
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

7.10   Applying Credits to a Degree Program

1. Students completing the Public Health Certificate in Core Concepts who choose to apply for admission into a School of Public Health degree program must follow the application process for each major.* Determination of admissions is at the major's discretion.

2. Credits acquired while taking the required curriculum in the PHCert-CC Program may be credited to an MPH within the School of Public Health under the following circumstances:

   - Courses were completed for graduate credit
   - A grade of at least a "B-" was achieved in all PHCert-CC courses
   - Student earned a cumulative grade point average of at least a (3.0 on a 4.0 scale) or above
   - Each course was completed within five years prior to application to an MPH program
   - Minimum requirements for the program chosen are met.

Note: the SPH has a maximum transfer credit limit. *HOWEVER*, courses taken toward completion of the PHCert-CC will *move* with the student to their new major and NOT count as transfer credits. They WILL count toward the MPH. Check with the specific program coordinator for details.

Any courses taken beyond the requirements (including curriculum alternatives) of the PHCert-CC must count as transfer credits if they are to be used towards the completion of an MPH. Students should check with the Major Coordinator before taking courses outside of the PHCert-CC

Admission to or completion of the PHCert-CC Program does not guarantee admission to any School of Public Health degree program.

Final admission to an MPH is based on careful review of the applicant's file and availability of space within the major.

Acceptance of credits acquired within the PHCert-CC by programs outside the School of Public Health is at the discretion of the program and school to which the applicant wishes to apply.

Applicants who have earned a Public Health Practice Certificate are waived from submitting the GRE score as part of the application for admission to the Environmental Health Sciences MPH, Public Health Administration and Policy MPH or Executive Program in Public Health Practice programs. However, depending on the timing of your MPH application, it may be in your best interest to take the test. It is best to check with the coordinator of the MPH program first. The GRE requirement will be waived if the following criterion is met:

- The overall GPA for all Public Health Certificate courses is 3.25 or greater; and
- No grade for a Public Health Certificate course was less than a B-

7.11   Certificate Completion Checklist

STUDENT CHECKLIST
1. Submit completed Program Plan *at least one semester* prior to anticipated completion of coursework. Submit to Major Coordinator in the PHP Major office or via email php@umn.edu. www.sph.umn.edu/education/certificates/coreconcepts/home.html
2. Complete the Graduate Survey online *(see section 7.12)* http://sphsdb.ahc.umn.edu/gradsurvey/gs_login.cfm
3. Complete the Disaster in Franklin County online module http://cpheo.sph.umn.edu/cpheo/umncphp/franklincounty.html
4. Update mailing and/or diploma address on the OneStop website (www.onestop.umn.edu) under the "personal information" quick link. The Regents' Certificate will be sent from the University of Minnesota-Twin Cities Campus, Office of the Registrar; they will use the address listed on One Stop.

MAJOR COORDINATOR CHECKLIST
The Major Coordinator will check the following when clearing a student for the award of the Regents' Certificate:

1. Program Plan form on file.
2. Approval of any course transfers/substitutions or equivalency exams, including copies of documentation.
3. All coursework on the Program Plan is complete, with grades posted on his/her transcript.
4. Certificate coursework within the three-year time limit.
5. Certificate grade point average meets or exceeds the 3.0 minimum.
6. No core course with grade below B-.

If all requirements are met, a letter will be sent to the student from the Public Health Practice Major confirming the award of the Regents' Certificate; if there are outstanding requirements, one written notice will be sent to the student's UMN email account indicating what must be completed before the Regents' Certificate can be awarded.

7.12   Graduate Survey

Students must submit the Graduate Survey prior to receiving their degree or certificate. Students may complete the process online at http://sphsdb.ahc.umn.edu/gradsurvey/gs_login.cfm. Upon submitting the electronic survey, the student's relevant major coordinator will be notified by e-mail.

All graduates will receive a three-month and six-month e-mail message asking them to update survey information (e.g., employment). Responses will help the School of Public Health improve the information available to our perspective and current students. We thank you for your cooperation!

7.13   Affiliate Faculty for the Public Health Certificate in Core Concepts

Craig Hedberg, Ph.D – Public Health Practice Major Chair
Director, PHCert-CC program
Professor…………………………………………..612.626.4757 …………………………………… hedbe005@umn.edu
Food safety; surveillance of food borne diseases and hazards; prevention and control of outbreaks in commercial food service; ecology of infectious diseases

Paul Allwood, PhD, MPH
Assistant Professor…………………………………………..612.625.5422 ………………………allw0001@umn.edu
Effect of natural environmental factors on incidence and prevalence of microbial pathogens in fresh produce and other ready-to-eat foods; research methods to enable more effective regulation of retail food operations by providing field inspectors with sensitive, reliable, and cost-effective tools for identifying and correcting food safety hazards. PubH 6102

Kristin Anderson, PhD, MPH
Associate Professor .... 612.626.8568 .... ander116@umn.edu
Graduate and Professional Teaching Award
Cancer etiology, laboratory-based cancer epidemiology, early detection of cancer pancreatic cancer, cervical cancer,

adult solid tumors
PubH 6320

Ann Brearley

Research Fellow ....612.624.4586 ....brea0022@umn.edu
PubH 6414

James Begun, PhD, MA

James A. Hamilton Term Professor in Healthcare Management…..612.624.9319 .... begun004@umn.edu
Applications of complexity science, evolution of healthcare professions, structure and strategy of healthcare organizations; evolution of the profession of nursing and healthcare organizations as complex adaptive systems
PubH 6751

Cynthia Davey, MS

Senior Research Fellow..612.624.7656 ....davey002@umn.edu
PubH 6414

Debra DeBruin, PhD

Director of Education, Assistant Professor...........................612.624.9687 ....debru004@umn.edu
Center for Bioethics, Ethics of research involving human participants and public health policy
PubH 6741; PubH 6742

Roger Feldman, PhD, MS

Blue Cross Professor of Health Insurance ....612.624.5669 ....feldm002@umn.edu
Competition among health care providers and mergers among hospitals and HMOs; health economics and health insurance

John Finnegan, Jr., PhD, MA

Dean of School of Public Health...612.626.4937 .... finne001@umn.edu
Professor
Media communication and public health; community campaigns; the "Knowledge Gap" and health outcomes; digital information technology and its impact on public health

Rhonda Jones-Webb

Associate Professor ....612.626.8866 .... jones010@umn.edu
Social Inequalities in Health; Tobacco and Alcohol Prevention and Control; Fundamentals of Social and Behavioral Science
PubH 6020

DeAnn Lazovich, PhD, MPH

Associate Professor ....612.626.9099 ....   ……………...lazov001@umn.edu
Cancer prevention and control; cancer etiology and epidemiology; melanoma, skin cancer etiology and prevention
PubH 6320

Chap Le, PhD

Distinguished Professor ....612.624.9963 ....chap@.umn.edu
Epidemiologic Methods, Cross-over Designs, Suvival Analysis, Ordered Alternatives, ROC curves, Design and Analysis of Translational and Clinical Research
PubH 6414

Jennifer Linde, PhD

Assistant Professor..612.624.0065 ....linde074@umn.edu
Obesity prevention and intervention, Weight control behaviors, Weight loss goals, Public health messages

PubH 6020

Leslie Lytle, PhD, RD
Professor .... 612.625.3518 .... lytle@umn.edu
Planning and evaluating eating behavior change interventions in children; youth health promotion research;
childhood obesity prevention; theories of health behavior.

Ira Moscovice, PhD, MS
Division Health, Health Policy & Management .... 612.624.8618 .... mosco001@umn.edu
Mayo Professor of Public Health
Quality of rural health care; pay-for-performance models in the rural context; and, the viability of rural hospitals
PubH 6020

Nancy Nachreiner, PhD, MPH
Assistant Professor .... 612.625.2487 .... nachr001@umn.edu
Work-related violence and work-related injuries; Employment issues for cancer survivors; and the National
Children's Study

Toben Nelson, ScD, MS
Assistant Professor .... 612.626.9791 .... tfnelson@umn.edu
Health policy, organizational change, health behavior during developmental transitions, influence of sports
participation on health, social determinants of health, program evaluation, prevention of alcohol-attributable harm,
physical activity promotion, obesity prevention, motor vehicle safety
PubH 6020

Chuck Oberg, MD, MPH
Associate Professor .... 612.625.6616 .... oberg001@umn.edu
Health Disparities; Childhood Poverty; Health Care Access & Finance
PubH 6020

Joän Patterson, PhD, MA
Associate Professor .... 612.624.1394 .... jasu@umn.edu
Adolescent - parent co management of diabetes; Behavioral risk factors among youth with cystic fibrosis; Impact of
cancer on families; Child and family adaptation to childhood chronic illness and disability; Prevention of mental
health problems in children; Family health promotion

Judith Punyko, PhD, MS
Adjunct Assistant Professor .... 612.624.0419 .... puny0002@umn.edu
Minnesota state maternal and child health epidemiologist
PubH 6320

John Sirard, PhD, MS
Assistant Professor .... 612.624.1818 .... sirar001@umn.edu
Assessment of physical activity; the role of physical activity in the prevention and treatment of obesity in children and
adolescents
PubH 6020

Mary Story, PhD, MS, RD
Professor .... 612.626.8801 .... story001@umn.edu
Child and adolescent nutrition; Obesity prevention; Eating behaviors; Environmental and policy change related to

healthy eating; School, Family, Community interventions for healthy eating obesity prevention in children & adolescents

Susan Telke, MS
Instructor ....612.626.2636 ....telke001@umn.edu
Biostatistics
PubH 6414

Leigh Turner, PhD
Associate Professor ....612.626.4830 ....turne462@umn.edu
Center for Bioethics
Ethical issues related to the emergence of a global marketplace in health care
PubH 6741; PubH 6742

William Toscano, PhD
Division Head, Environmental Health Sciences ....612.624.2967 ....tosca001@umn.edu
Professor
How human health is modulated via environmental agents interacting with human signal transduction systems, and how this information can be applied to population health to understand risk and intervention.
PubH 6101